TECOM Computer Resources

Purpose

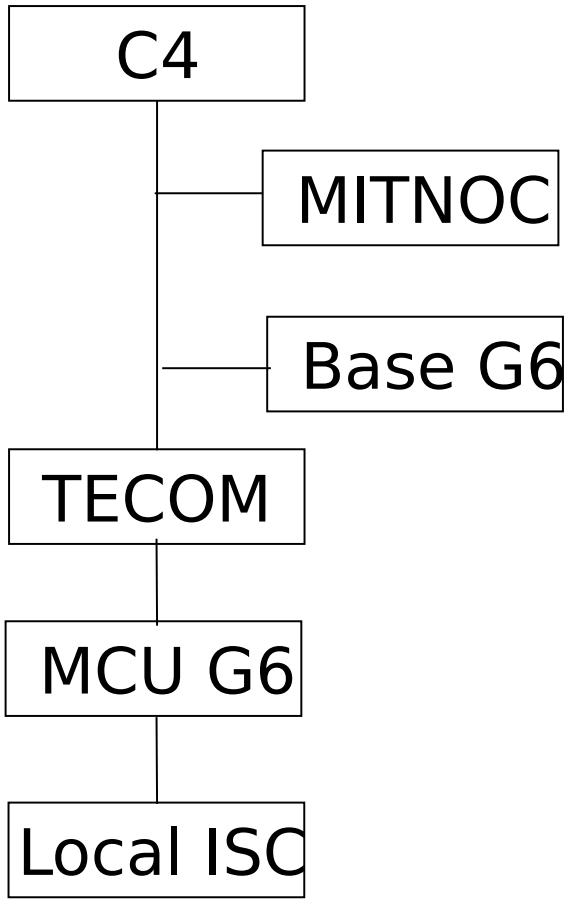
1. To provide familiarization with the computer resources available to TECOM personnel.

2. To educate TECOM personnel with the policies and procedures associated with such resources.

Outline

- Windows Account
- Windows Resources
  - Shared Drives
  - Printers
- Internet Access
- Exchange & Outlook Resources
- Outlook Web Access
- Remote Access

IT Policy Chain



- MITNOC: Security & Bandwidth
  - Works for MQMC C4
  - *www.noc.usmc.mil*
- Base G-6: Maintains BASE infrastructure
  - Building wiring, routers & switches
  - *www.quantico.usmc.mil/g6/index.htm*
- TECOM G-6: Maintains TECOM infrastructure
  - Windows NT, Exchange and Proxy Server
  - *www.tecom.usmc.mil/g6*
- MCU G-6: Supports applications, ISC for MCU HQ and Training
  - *www.mcu.usmc.mil/g6*
- Local ISC: First line of defense
  - Shared drive permissions, passwords, create/delete accounts

Windows NT Account

- Account Name: LASTNAME+FI+MI
  - Example: cunninghamjj
  - Account is NOT case sENsitIVe
- Password
  - At least 9 characters
  - At least 1 special character from each character set (number, letter, special)
  - Expires every 90 days
  - Remembers last 10 passwords
- Windows “Domain”: TECOM

Windows NT Software

- TECOM “Standard” Load:
  - Office 2000
    - Word, Excel, PowerPoint & Outlook
  - Internet Explorer
  - Windows Media Player
  - Adobe Acrobat
  - Winzip
  - Norton Anti-virus
- Other software as required/authorized
  - MARADMIN 479/02
  - Established USMC Baseline & exceptions list
    - www.hqmc.usmc.mil/c4

LAB

- Log into the TECOM domain using your account

Shared Drives

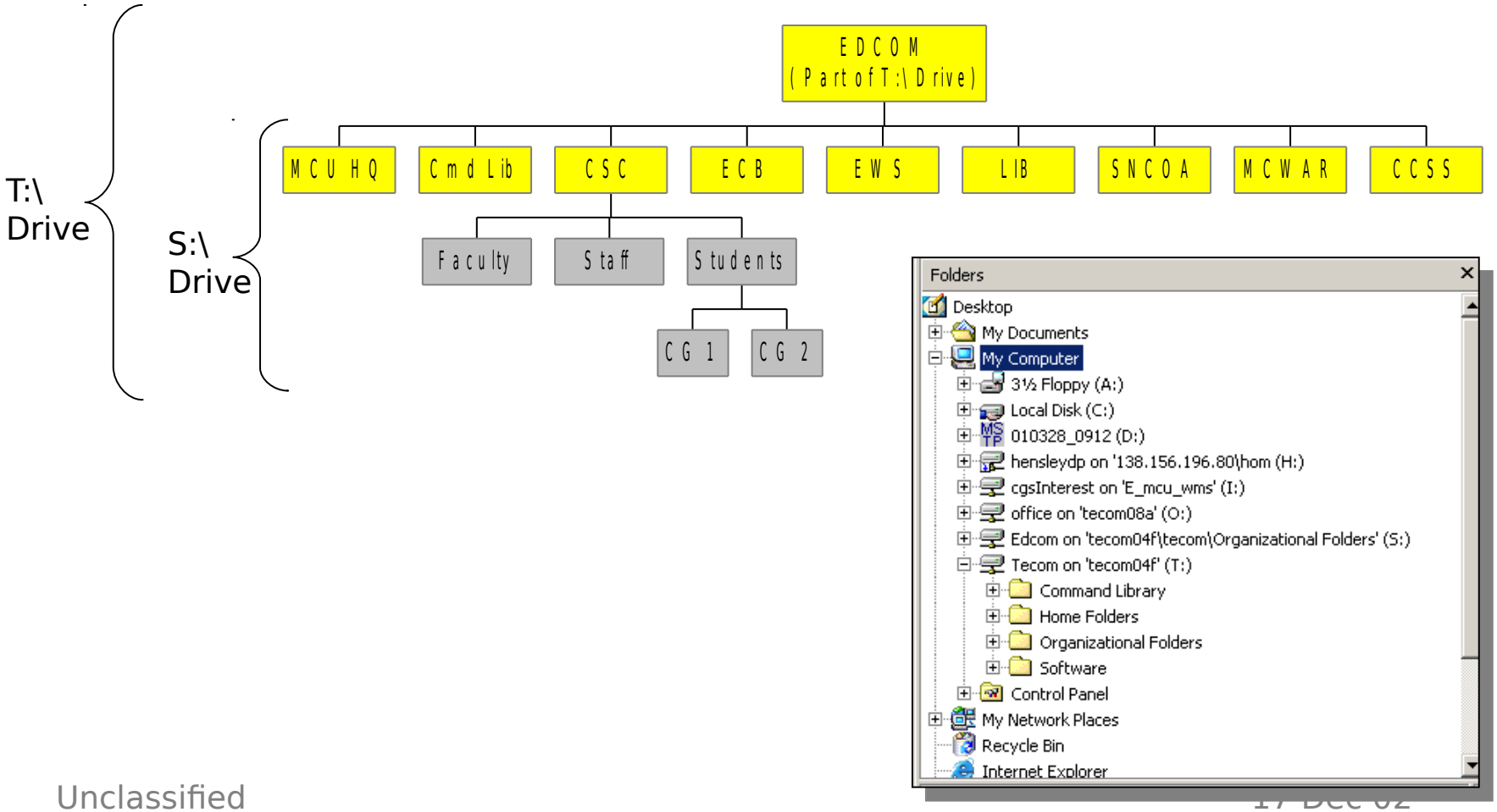
NT Shared Drives

- Centrally Hosted Shared File Space
  - Files backed up every night
  - Permissions maintained by local ISCs
- Types of Shared Space
  - Personal Space
  - Organization/Section Folders
    - Structured/Disciplined storage for each unit's files
    - Permissions controlled by ISC
  - Command Library
    - Very disciplined repository for EDCOM Documents
    - Files are indexed and available via Intranet server

Shared Drive Organization

- H:\ Drive: User's **H**ome directory
  - 500Mb of storage
  - Permissions
- O:\ Drive: **O**ffice Installation File Service
- S:\ Drive: **S**ectional Folder Folder
  - Shortcut to section's drive on the T: drive
- T:\ Drive: **T**ECOM's Top-Level File Service

EDCOM File Structure



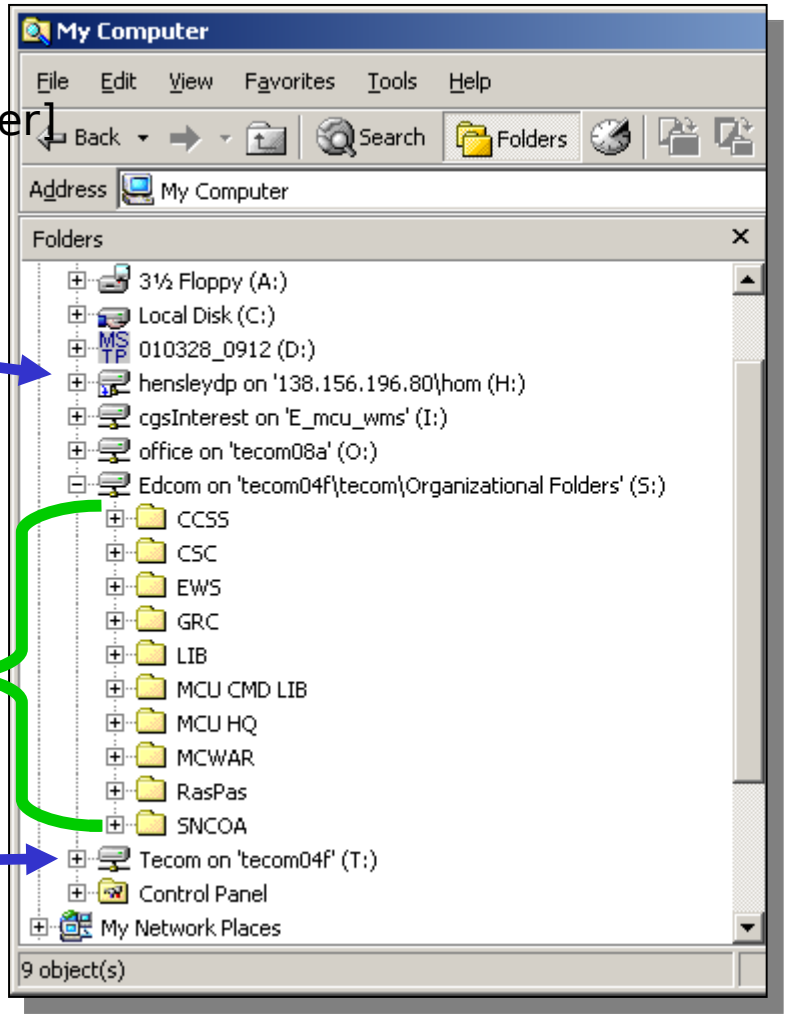
Getting To The Share Drive

- In Windows NT Explorer
  - [Start > Programs > Windows NT Explorer]

Personal Files: H:\

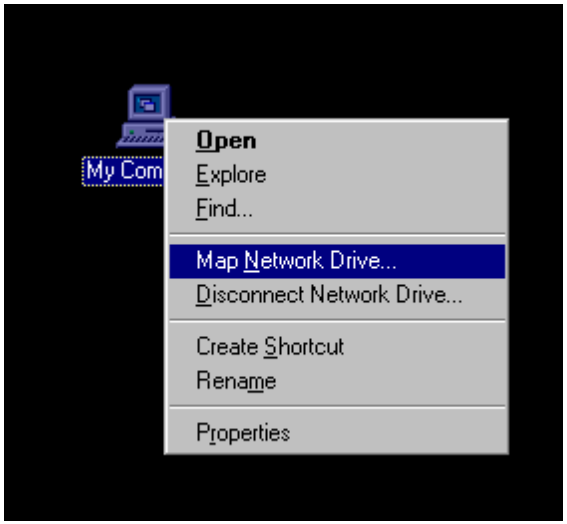
Sectional Files:
S:\

All TECOM T:\



Mapping A Drive

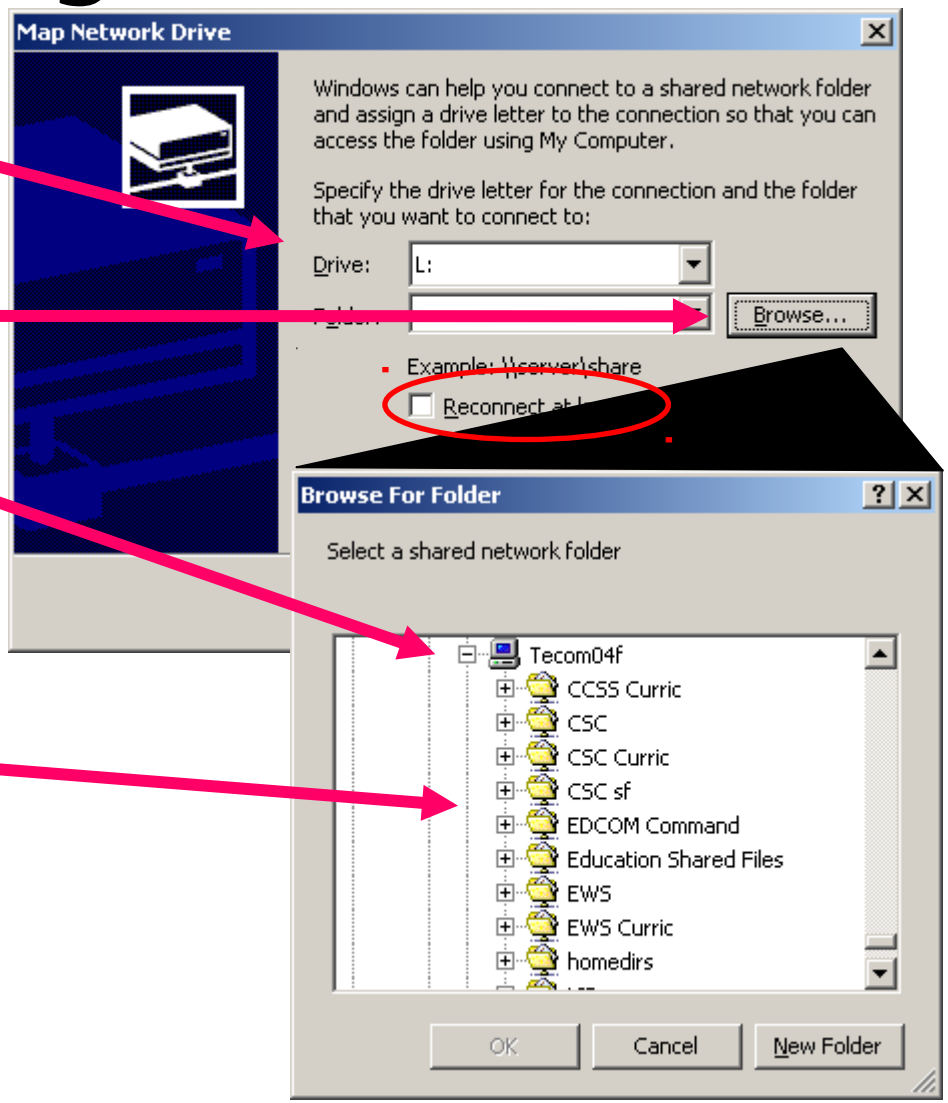
- Used to set up the shortcut to drives



- Right click on:
  - "My Network Places" (Win2k)
  - "My Computer (Windows NT)
- Select "Map Network Drive..."

Mapping (con't)

- Select drive letter
- Select Browse
- Scroll to **TECOM04F**
- Select Share Name



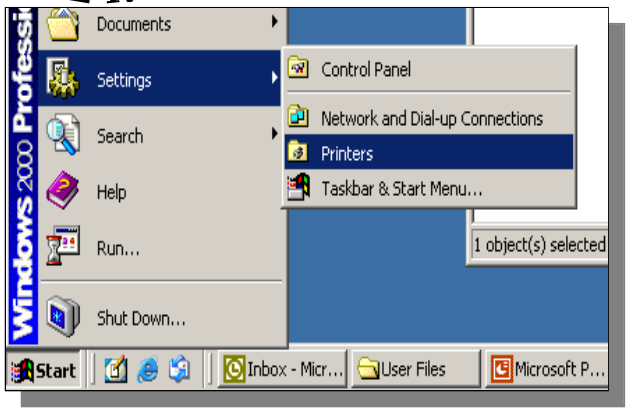
Network Printers

Categories of Printers

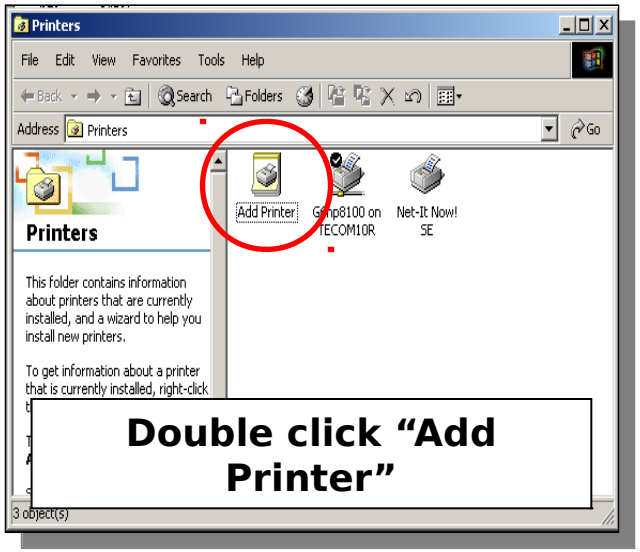
queues
COM10R.

- Departmental (School)
  - Available to all
  - May collate, staple, sort and duplex
  - Xerox Document Centre
    - copiers, printers & fax machines
- Workgroup:
  - Shared within designated offices
- Personal:
  - Local printers on user's computers
    - Generally limited to "hand-me-downs"

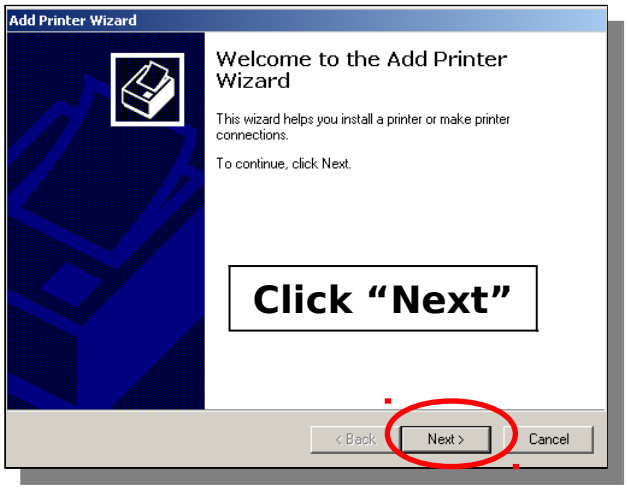
Network Printers Set-up



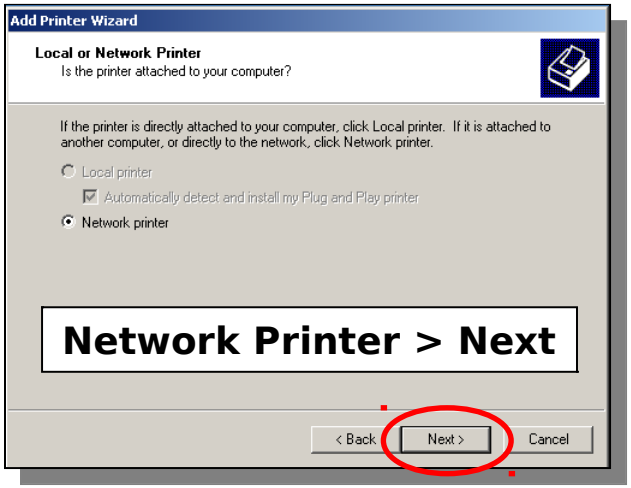
Start > Settings > Printers


Printers
File Edit View Favorites Tools Help
Back Search Folders
Address Printers
Go
Add Printer
Printers
This folder contains information about printers that are currently installed, and a wizard to help you install new printers.
To get information about a printer that is currently installed, right-click
3 object(s)

Double click "Add Printer"

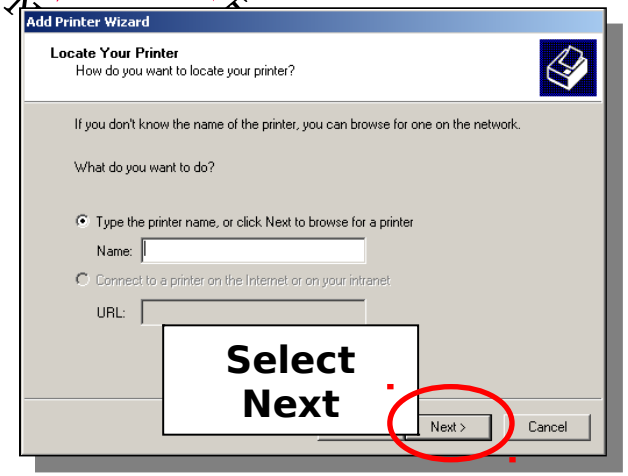

Add Printer Wizard
Welcome to the Add Printer Wizard
This wizard helps you install a printer or make printer connections.
To continue, click Next.
< Back
Next >
Cancel

Click "Next"


Add Printer Wizard
Local or Network Printer
Is the printer attached to your computer?
If the printer is directly attached to your computer, click Local printer. If it is attached to another computer, or directly to the network, click Network printer.
Local printer
Automatically detect and install my Plug and Play printer
Network printer
< Back
Next >
Cancel

Network Printer > Next

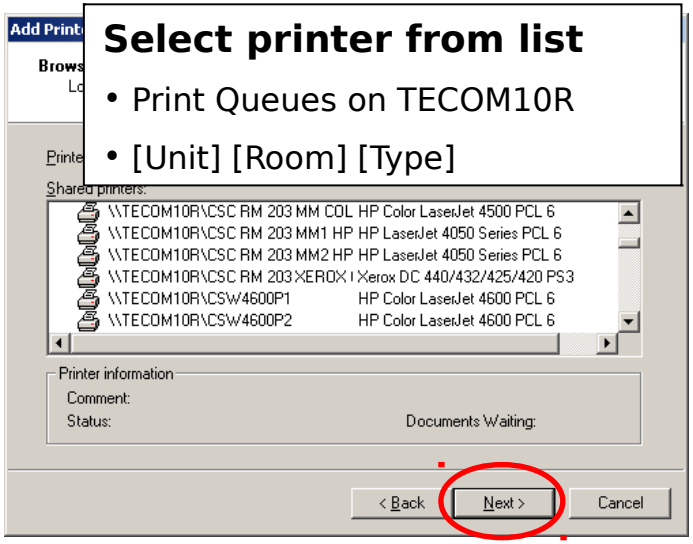
Network Printers (cont)

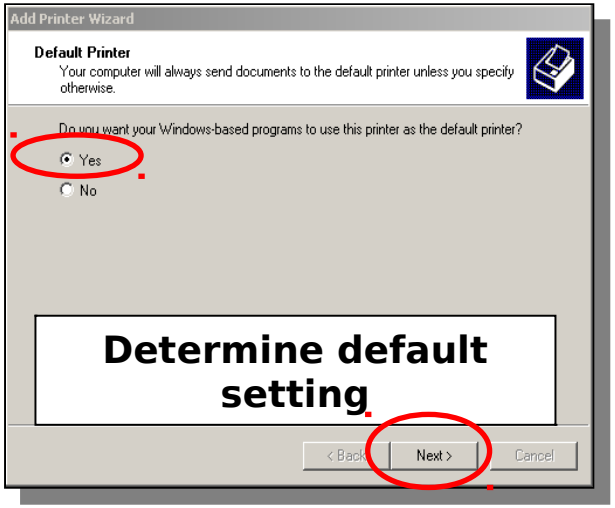

Add Printer Wizard
Locate Your Printer
How do you want to locate your printer?
If you don't know the name of the printer, you can browse for one on the network.
What do you want to do?
Type the printer name, or click Next to browse for a printer
Name:
Connect to a printer on the Internet or on your intranet
URL:
Next >
Cancel

Select Next

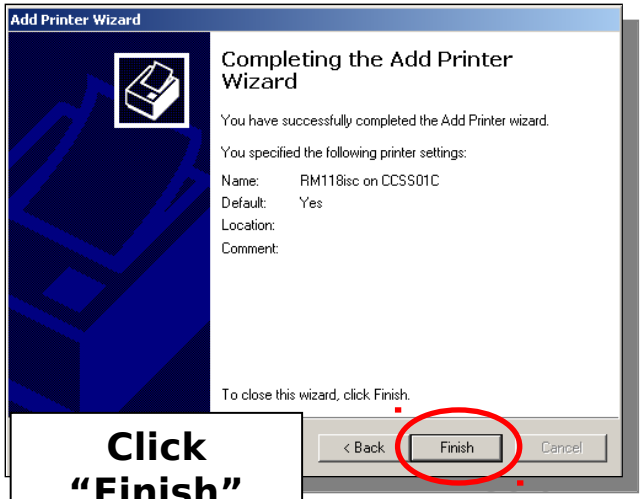
Select printer from list

- Print Queues on TECOM10R
- [Unit] [Room] [Type]


Shared printers:
\\TECOM10R\CSC RM 203 MM COL HP Color LaserJet 4500 PCL 6
\\TECOM10R\CSC RM 203 MM1 HP HP LaserJet 4050 Series PCL 6
\\TECOM10R\CSC RM 203 MM2 HP HP LaserJet 4050 Series PCL 6
\\TECOM10R\CSC RM 203 XEROX I Xerox DC 440/432/425/420 PS3
\\TECOM10R\CSW4600P1 HP Color LaserJet 4600 PCL 6
\\TECOM10R\CSW4600P2 HP Color LaserJet 4600 PCL 6
Printer information
Comment:
Status:
Documents Waiting:
< Back
Next >
Cancel


Add Printer Wizard
Default Printer
Your computer will always send documents to the default printer unless you specify otherwise.
Do you want your Windows-based programs to use this printer as the default printer?
Yes
No
< Back
Next >
Cancel

Determine default setting



Click "Finish"

Internet Access

Be Wise …

Don’t jeopardize your career and position over computer use

Official Use includes:

- Use to support DOD/DON/USMC Missions
- Use to enhance professional skills
- Improve professional or personal skills as part of a formal academic education development program.

Examples of prohibited behavior include:

- The creation, forwarding, or passing of chain letters.
- Obtaining, installing or using software obtained in violation of the appropriate vendors patent, copyright, trade secret or license agreement.
- Accessing, storing, processing, displaying or distributing offensive or obscene material such as pornography or hate literature.
- Activities whose proposes are for personal or commercial financial gain. These activities include solicitation of business services or sale of personal property.
- Partisan political activity, political or religious lobbying or advocacy of activities on behalf of organizations having no affiliation with the Marine Corps or the Department of Defense.
- Unauthorized fundraising.
- Illegal, fraudulent or malicious activities.

Use Government Computers in Accordance with D

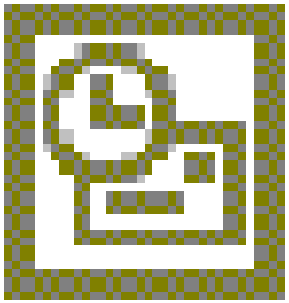
Web Access

- Web Browser: Internet Explorer
- Click The “ “ Icon on your Desktop

- Web Browsing is Monitored
  - MITNOC
    - Monitors for security, bandwidth and USMC policy
      - Sites and protocols blocked based on THREAT
        - » Sites can be entire countries or single machines
        - » Blocked protocols include: FLASH, ActiveX, Anonymous FTP, Ping…Actually, just about everything EXECPT HTTP and SMTP
  - TECOM
    - Monitors for appropriateness
    - Block known Porn, Gambling, etc

LAB

- Launch Microsoft Word
- Set a drive to:
  - TECOM04F/Computer Resource Class
- Set a printer:
  - TECOM10R/MCU_AECINST
  - Print a Document



E-mail with MS Outlook 2000

Use and Limitations

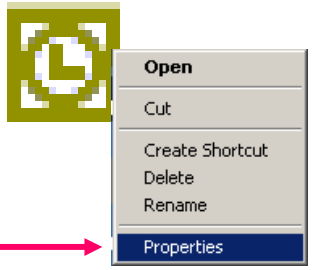
- Official US Government Use
  - Incidental and occasional use allowed
  - NO “chain” mail or urban legends
- Limitations:
  - Within the USMC:
    - 5Mb attachment limit between sites
    - Most files permitted
  - To/From the Internet
    - Unzipped .exe, .com, .shs, .htm, .html and .vbs files
    - 5 Megabyte limit on attachments
  - Within TECOM
    - No size limit.

E-Mail

- MCU Email Address:
  - (last name)(first initial)(middle initial)@tecom.usmc.mil
  - *Ex: lejeuneja@tecom.usmc.mil*
- Accessed by Outlook 2000 for Windows
- Click on “ “ Icon to launch Outlook
- Must configure Outlook when you log onto a new machine

Configuring Outlook

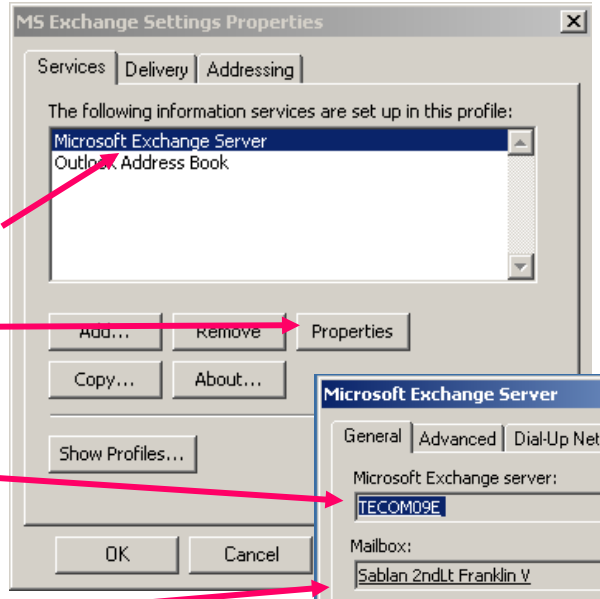
1. Right click on icon



2. Select properties

3. Highlight Microsoft Exchange Server

4. Select properties

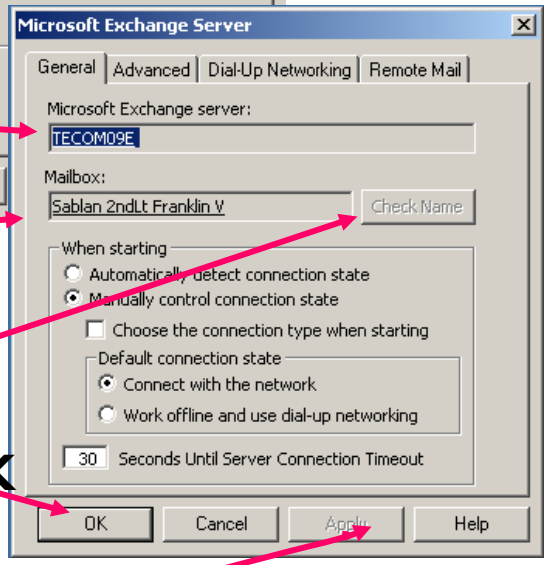


5. Type **tecom02e** (default)

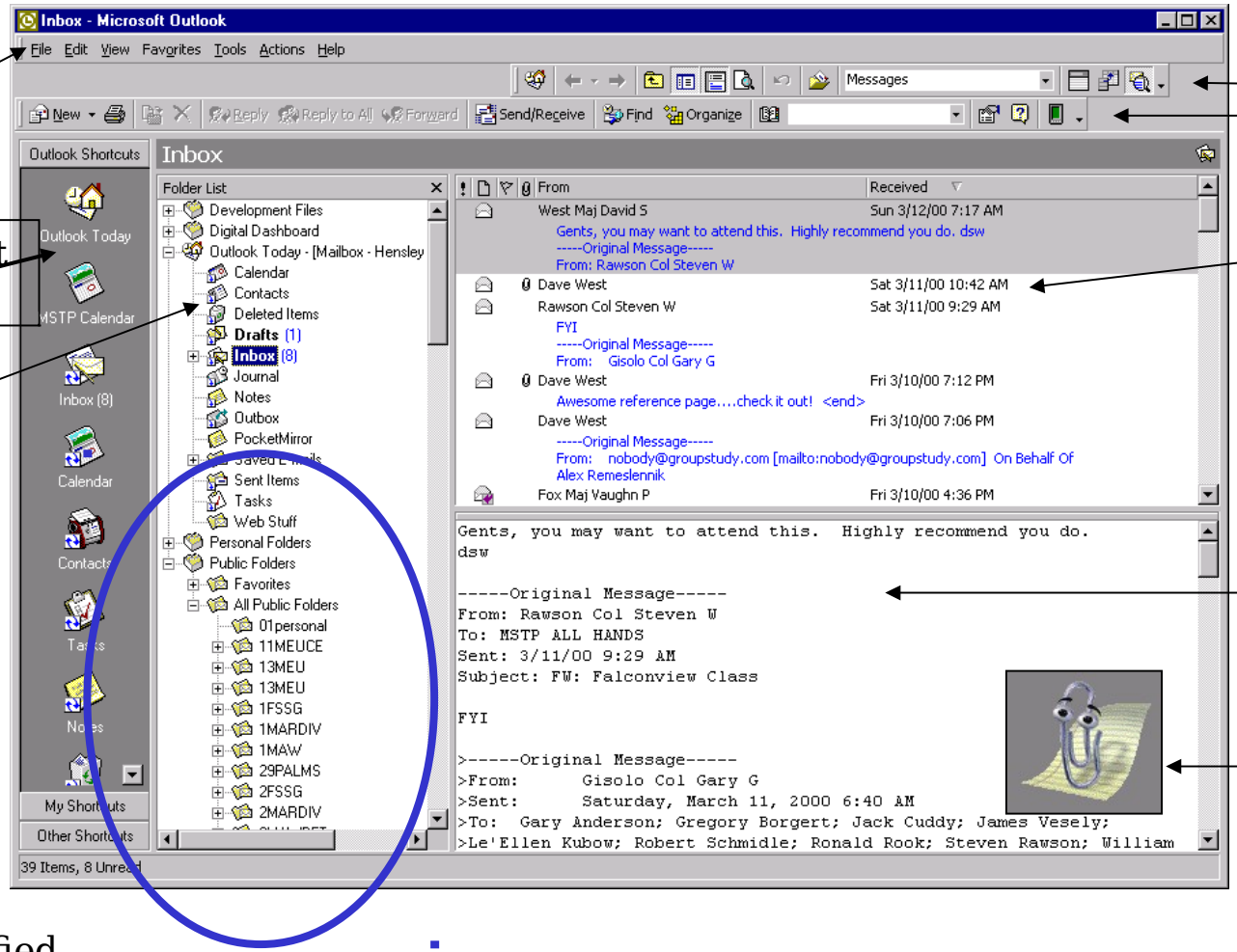
6. Type alias (login name)

7. Click **Check Name**, then select name in list

8. Click **Apply**, then **OK**



Outlook 2000 Interface



Menu

Toolbars

Shortcut Bar

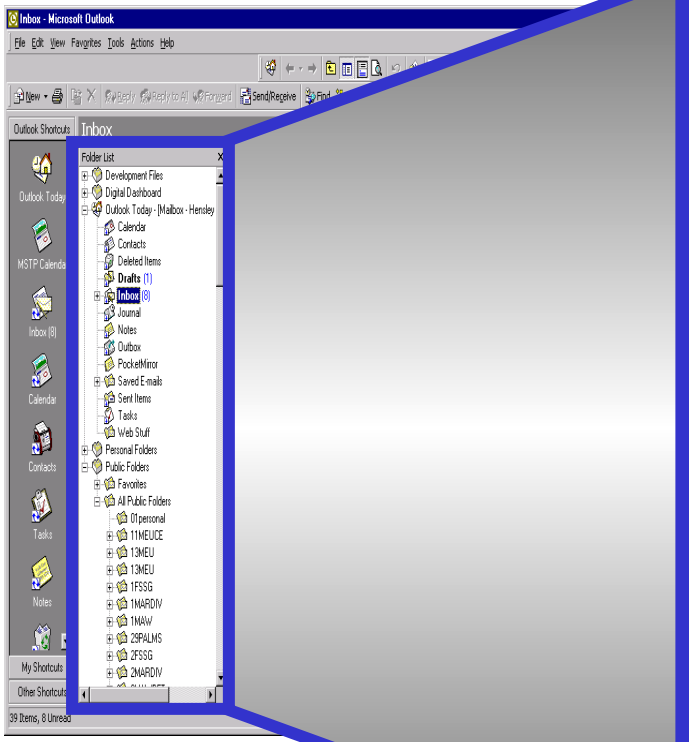
Info Viewer

Folder List

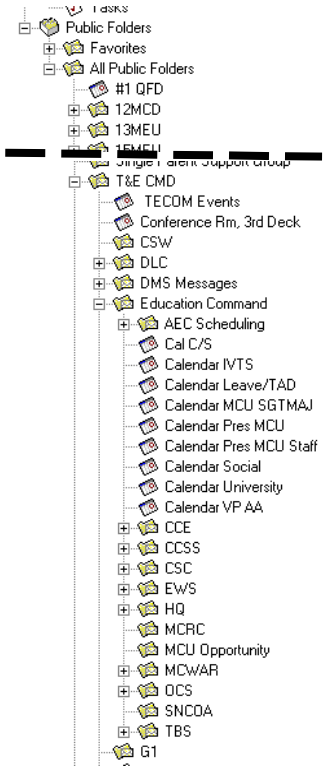
Preview Pane

Office Assistant

Public Folders



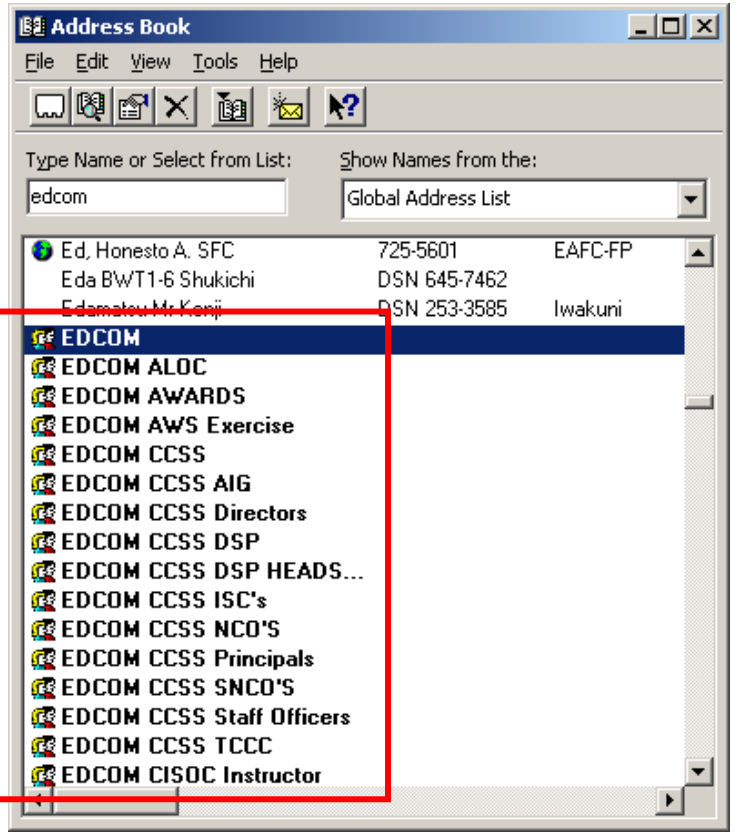
Structure



Public Folders
> All Public Folders
>T&E CMD
>Education Command
>(School)

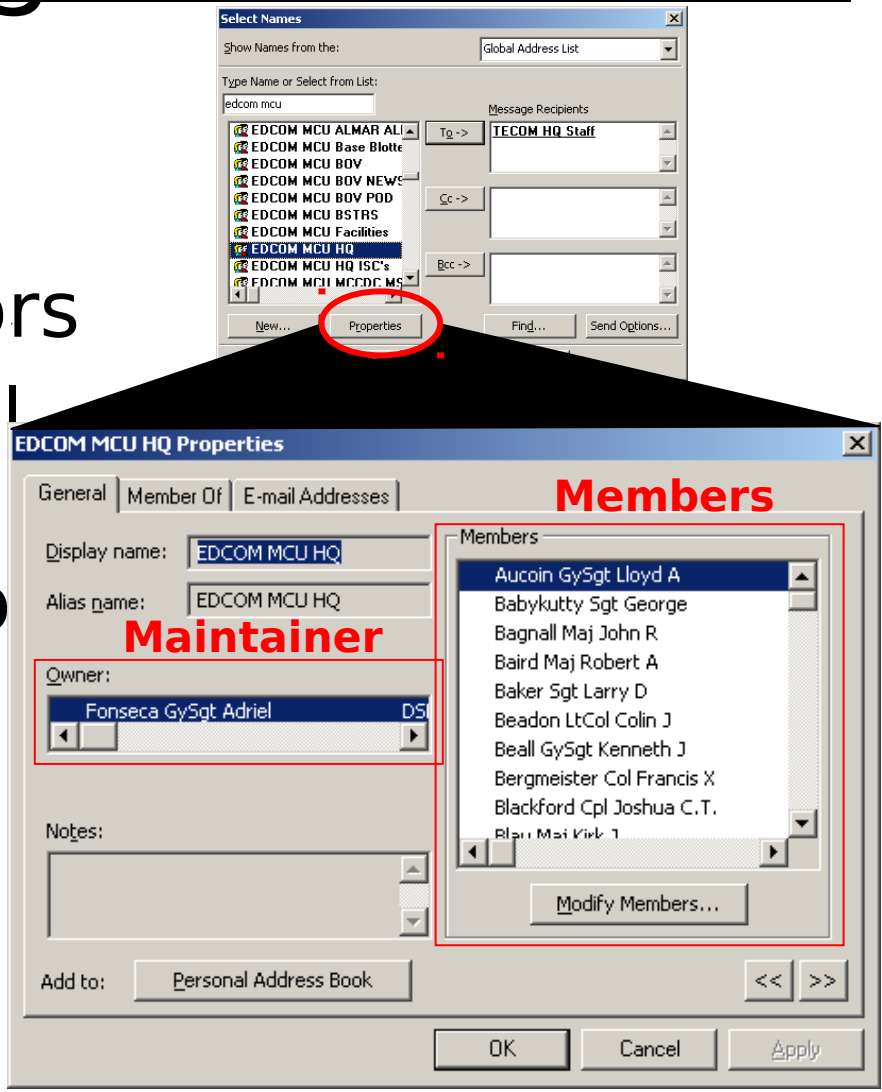
Outlook Lists

- When sending e-mail, users have the following limitations:
  - Internet: 200 recipients
  - Within USMC: 200 recipients
- This was done to prevent the rapid spread of e-mail viruses
- Work around:
  - Exchange Distribution Lists



Exchange Lists

- Lists are created by Exchange Administrators
  - Maintained by functional areas
- To see members & who maintains
  - Highlight list
  - Select Properties



Outlook Web Access

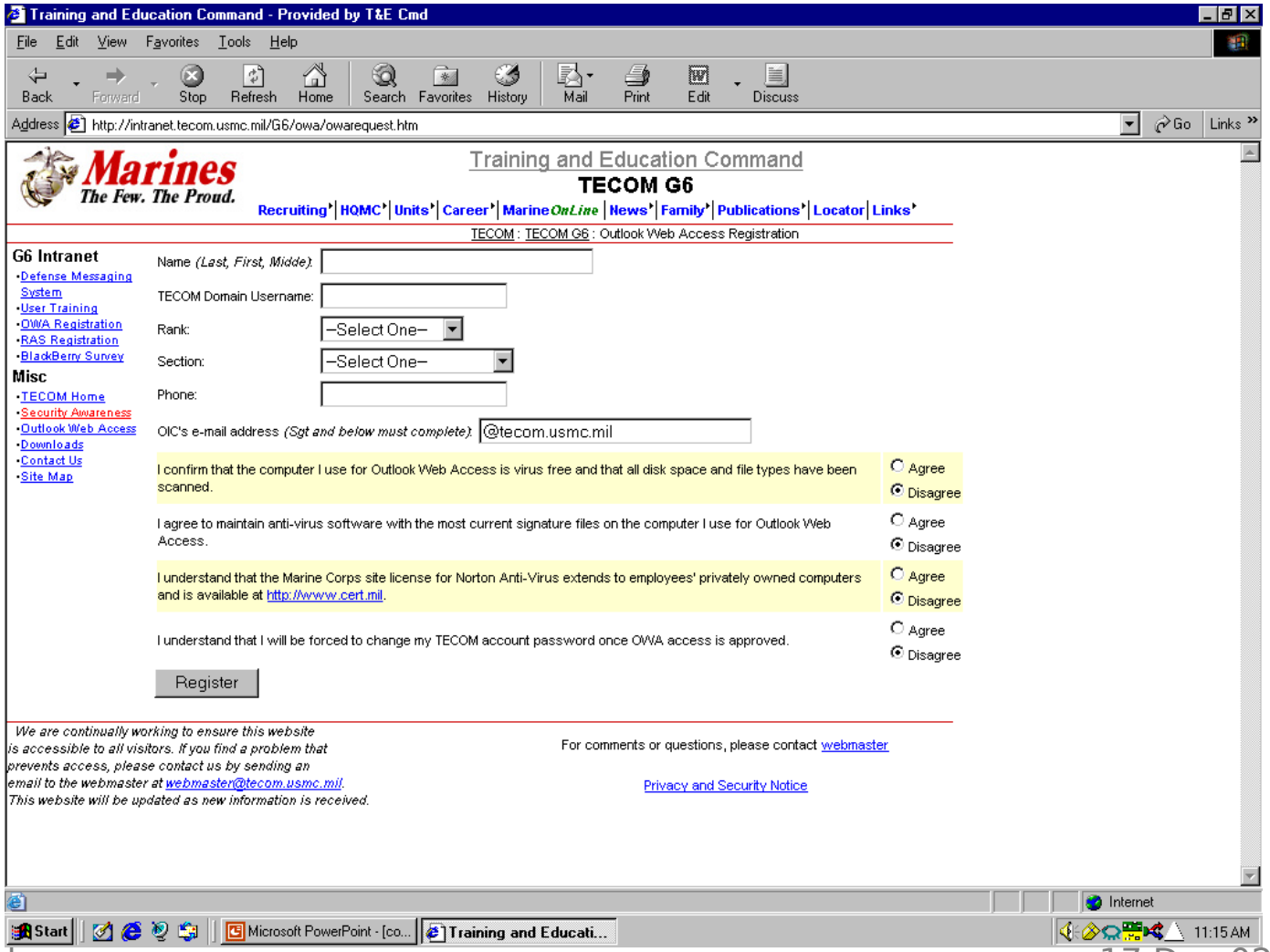
OUTLOOK WEB ACCESS

- Allows access to mailbox from anywhere in the world
- Web Based Outlook Email Access
- Can Perform Most Outlook Desktops Functions
- Must Be Given Permission By TECOM Administrator

OWA Permission

1. Obtain and fill out the OWA request form by going to “http://intranet.tecom.usmc.mil/g6/OWA/” (NO WWW)
2. The request must be from a workstation here on base or within the TECOM intranet.
3. Click on OWA Registration and fill out and submit the form stating the computer you will be using for OWA is in compliance with **HQMC** standards.
4. Once you have been approved (usually 24-48 hours), you will receive an email and have to change your TECOM password.
   - Should change password on a TECOM workstation

OWA Form


Training and Education Command - Provided by T&E Cmd
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address http://intranet.tecom.usmc.mil/G6/owa/owarequest.htm
Go Links
Marines
The Few. The Proud.
Training and Education Command
TECOM G6
Recruiting | HQMC | Units | Career | MarineOnLine | News | Family | Publications | Locator | Links
TECOM : TECOM G6 : Outlook Web Access Registration
G6 Intranet
•Defense Messaging System
•User Training
•OWA Registration
•RAS Registration
•BlackBerry Survey
Misc
•TECOM Home
•Security Awareness
•Outlook Web Access
•Downloads
•Contact Us
•Site Map
Name (Last, First, Midde):
TECOM Domain Username:
Rank: –Select One–
Section: –Select One–
Phone:
OIC's e-mail address (Sgt and below must complete): @tecom.usmc.mil
I confirm that the computer I use for Outlook Web Access is virus free and that all disk space and file types have been scanned.
Agree
Disagree
I agree to maintain anti-virus software with the most current signature files on the computer I use for Outlook Web Access.
Agree
Disagree
I understand that the Marine Corps site license for Norton Anti-Virus extends to employees' privately owned computers and is available at http://www.cert.mil.
Agree
Disagree
I understand that I will be forced to change my TECOM account password once OWA access is approved.
Agree
Disagree
Register
We are continually working to ensure this website is accessible to all visitors. If you find a problem that prevents access, please contact us by sending an email to the webmaster at webmaster@tecom.usmc.mil. This website will be updated as new information is received.
For comments or questions, please contact webmaster
Privacy and Security Notice
Internet
Start
Microsoft PowerPoint - [co...
Training and Educati...
11:15 AM

Accessing OWA

- Go To TECOM, or EDCOM, homepage and click on Hyperlink "**Outlook Web Access**"
  http://www.tecom.usmc.mil/
- When Security Alert pops up, click Yes to proceed.
- Type in username and password
- Type in username in the Log On field, press Enter
- Enter password at Network Password prompt

See following slides for visual instructions

Training and Education Command - Microsoft Internet Explorer provided by Training and Education Command

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://www.tecom.usmc.mil Go Links

Marines
The Few. The Proud.

Training and Education Command

Recruiting | HQMC | Units | Career | MarineOnLine | News | Family | Publications | Locator | Links

TECOM : Home

Commands

- Training Command
- Education Command
- MCRD San Diego
- MCRD Parris Island
- MAGTF Training Cmd
- MAWTS-1

Staff

- Commanding General
- G3 - Operations
- G4 - Logistics
- Range & Training Area Management
- G6 - IT Branch
- Financial Mgmt
- Technology Division
- Visual Info Mngment
- CSW
- MSTP
- MCJROTC
- Distance Learning
- MCI

Misc

- TECOM Home
- Security Awareness
- Outlook Web Access
- Downloads
- Contact Us

Our Mission

To develop, coordinate, resource, execute, and evaluate training and education concepts, policies, plans, and programs to ensure Marines are prepared to meet the challenges of present and future operational environments.

TECOM Monthly SITREP

This document requires Adobe Acrobat Reader to view. If this software is not already installed on your machine, please go here

Click “Outlook Web Access

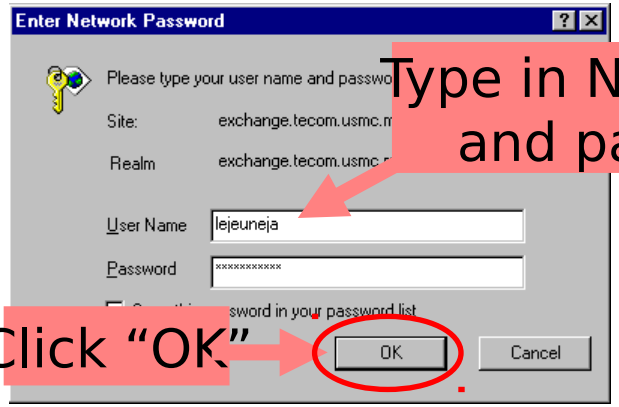
Done Internet

Accessing OWA (con't)

1

Security Alert
Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.
The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority.
The security certificate date is valid.
The security certificate matches the name of the page you are trying to view.
Do you want to proceed?
Yes
No
View Certificate

2



Type in NT account and password

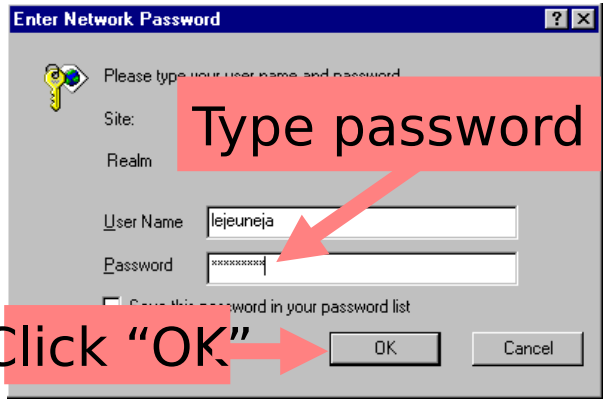
Click "OK"

3

TRAINING & EDUCATION COMMAND
Outlook Web Access
TECOM G6 DSN 278-5786
784-5785
Microsoft Exchange Version 5.5 SP4
Microsoft (R) Outlook (TM) Web Access is a Microsoft Exchange Active Server Application that gives you private access to your Microsoft Outlook or Microsoft Exchange personal e-mail account so that you can view your Inbox from any Web Browser. It also allows you to view Exchange server public folders and the Address Book from the World Wide Web. Anyone can post messages anonymously to public folders or search for users in the Address Book. For more information about this Outlook product, click here.
Log On
lejeuneja@tecom.usmc.r
Exchange Users Only:
Type your alias and then click here to connect to your personal e-mail account.
Public Access
Click here to:
browse Public Folders, find names in the Address Book, and post messages anonymously.

Type in alias, click Enter

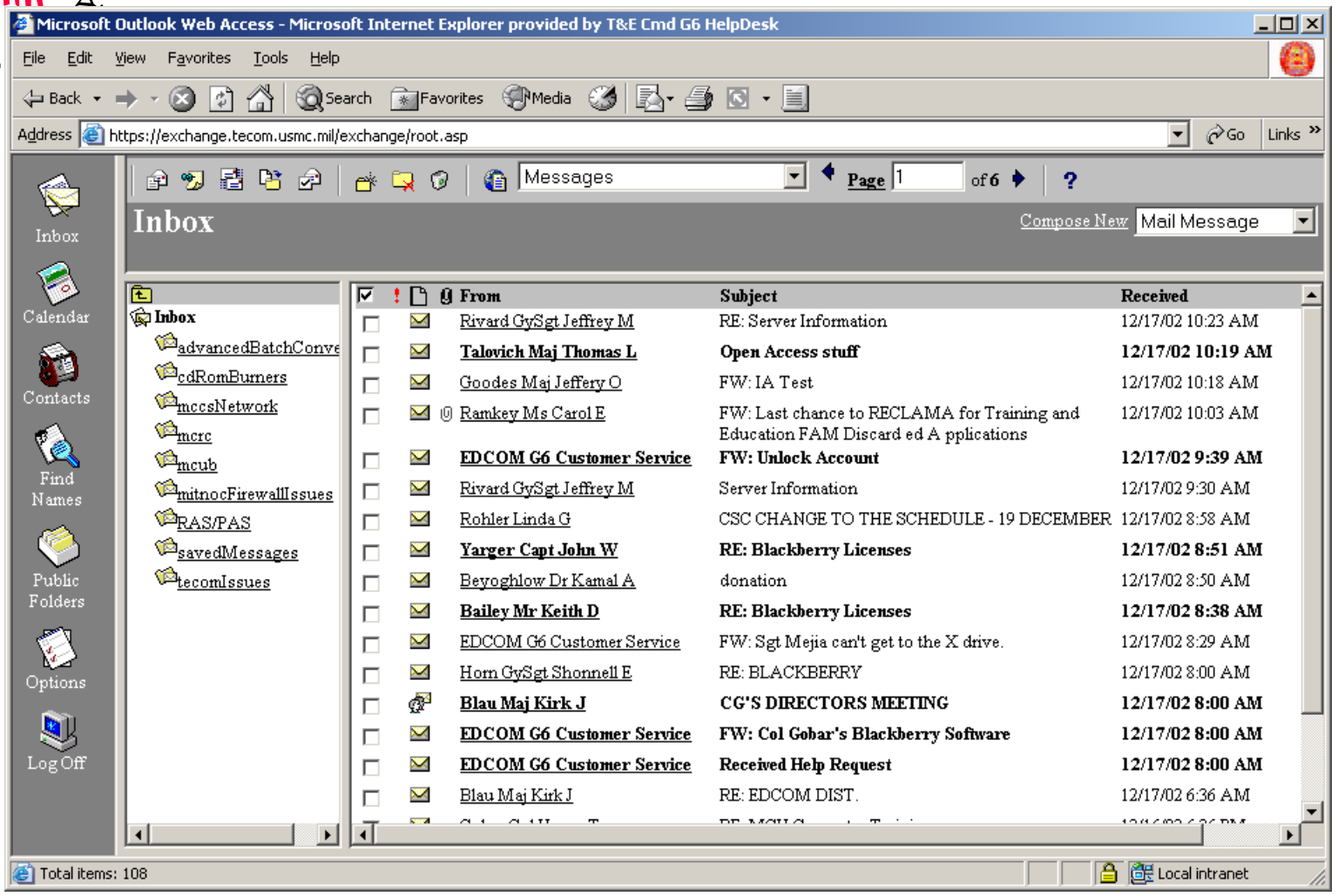
4



Type password

Click "OK"

OWA Screen


Microsoft Outlook Web Access - Microsoft Internet Explorer provided by T&E Cmd G6 HelpDesk
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://exchange.tecom.usmc.mil/exchange/root.asp
Go Links
Inbox
Calendar
Contacts
Find Names
Public Folders
Options
Log Off
Messages
Page 1 of 6
Inbox
Compose New Mail Message
Inbox
advancedBatchConve
cdRomBurners
mccsNetwork
mcrc
mcub
mitnocFirewallIssues
RAS/PAS
savedMessages
tecomIssues
From Subject Received
Rivard GySgt Jeffrey M RE: Server Information 12/17/02 10:23 AM
Talovich Maj Thomas L Open Access stuff 12/17/02 10:19 AM
Goodes Maj Jeffery O FW: IA Test 12/17/02 10:18 AM
Ramkey Ms Carol E FW: Last chance to RECLAMA for Training and Education FAM Discard ed A pplications 12/17/02 10:03 AM
EDCOM G6 Customer Service FW: Unlock Account 12/17/02 9:39 AM
Rivard GySgt Jeffrey M Server Information 12/17/02 9:30 AM
Rohler Linda G CSC CHANGE TO THE SCHEDULE - 19 DECEMBER 12/17/02 8:58 AM
Yarger Capt John W RE: Blackberry Licenses 12/17/02 8:51 AM
Beyoghlow Dr Kamal A donation 12/17/02 8:50 AM
Bailey Mr Keith D RE: Blackberry Licenses 12/17/02 8:38 AM
EDCOM G6 Customer Service FW: Sgt Mejia can't get to the X drive. 12/17/02 8:29 AM
Horn GySgt Shonnell E RE: BLACKBERRY 12/17/02 8:00 AM
Blau Maj Kirk J CG'S DIRECTORS MEETING 12/17/02 8:00 AM
EDCOM G6 Customer Service FW: Col Gobar's Blackberry Software 12/17/02 8:00 AM
EDCOM G6 Customer Service Received Help Request 12/17/02 8:00 AM
Blau Maj Kirk J RE: EDCOM DIST. 12/17/02 6:36 AM
Total items: 108
Local intranet

LAB

- Configure Outlook 2000
- Launch Outlook 2000
- Send an E-mail to EDCOM Training List
- Go to TECOM OWA Sign up page

Information Systems Coordinators

ISC

- Each School has an ISC who should be your first POC on all Computer related questions.
- ISCs have the following permissions:
  - Create and delete accounts
  - Maintain Shared File Permissions
  - Submit trouble tickets to TECOM help desk

MCU G-6 Website

- Mission & Objectives
- Customer Service Support, 784-0414
  - Submitting trouble tickets
- Training Curriculum
- AEC Schedule
- Other resources

www.mcu.usmc.mil/

(Look under G-6 Section, Information Technology)

Other Issues

- Remote Access Server (RAS)
  - Dial in Access to TECOM domain
  - Only allowed from US Govt computers

Be Wise …

Don’t jeopardize your career and position over computer use

Official Use includes:

- Use to support DOD/DON/USMC Missions
- Use to enhance professional skills
- Improve professional or personal skills as part of a formal academic education development program.

Examples of prohibited behavior include:

- The creation, forwarding, or passing of chain letters.
- Obtaining, installing or using software obtained in violation of the appropriate vendors patent, copyright, trade secret or license agreement.
- Accessing, storing, processing, displaying or distributing offensive or obscene material such as pornography or hate literature.
- Activities whose proposes are for personal or commercial financial gain. These activities include solicitation of business services or sale of personal property.
- Partisan political activity, political or religious lobbying or advocacy of activities on behalf of organizations having no affiliation with the Marine Corps or the Department of Defense.
- Unauthorized fundraising.
- Illegal, fraudulent or malicious activities.

Use Government Computers in Accordance with D

Questions???